

**Job Description**

<b>Job Title</b>	Trust Data Lead
<b>Grade</b>	N
<b>Responsible To</b>	Chief Finance & Operations Officer
<b>Job Family</b>	Data & Administration
<b>Job Purpose</b>	To drive organisational improvement and future planning through the oversight and delivery of sector leading data and information systems and through the application of relevant and modern analysis tools.
<b>Accountabilities / Main Responsibilities</b>	
<b>Key strategic elements of the job</b>	<ul style="list-style-type: none"> <li>● Development, implementation and leadership of an organisational data strategy that supports the strategic aims and decision making of the Trust.</li> <li>● To lead the development of data capture and recording systems across the Trust so that data is up to date, accurate, accessible and well presented for a range of stakeholders, including future trend analysis and predictive modelling systems.</li> <li>● Being responsible for the leadership and management of data architecture across the Trust.</li> <li>● Driving evolution and improvement in systems and processes that lead to improved coherence and accuracy of data.</li> <li>● Working collaboratively with colleagues across the Trust to set and execute on a vision, roadmap and programmes of work which are aligned with the wider data strategy.</li> <li>● To manage and maintain bespoke interfaces with multiple school MIS across the Trust in order to provide real-time links to a central data warehouse. To provide complex analysis of this data that allows leaders, teachers and other professionals to:             <ul style="list-style-type: none"> <li>○ track pupil progress and target intervention at a range of levels across various areas with a particular focus on educational attainment and attendance</li> <li>○ gain assurance in respect of statutory compliance with financial, governance and employment and estate related functions</li> <li>○ obtain an overview of staff performance and development needs</li> <li>○ provide strategic context for negotiations with external stakeholders</li> <li>○ tailor finance and procurement strategies accordingly</li> <li>○ other areas as agreed with the Executive Leadership Team</li> </ul> </li> <li>● To ensure that all data is secure and appropriate disaster recovery procedures are adopted.</li> <li>● To ensure all data entry within the Trust is completed to appropriate qualitative standards and embed assurance controls that support this.</li> <li>● To work with Trust senior leaders to automate aspects of information analysis to reduce workload by automating the production of key information, e.g. pupil progress reports, DFE returns.</li> <li>● To develop a range of real time dashboards that shows key performance indicators for the Trust to help inform the work of the Executive Leadership Team and the Board of Directors.</li> <li>● To respond on a priority needs basis to requests for bespoke analysis and summaries of data.</li> <li>● To ensure that data capture and recording systems are GDPR compliant and to work with GDPR school-based leads as appropriate.</li> <li>● To undertake data audits and stakeholder surveys and present findings and recommendations to inform strategic planning.</li> <li>● To lead and manage briefings and training on data systems and the use of data across the Trust.</li> <li>● Collaborate and build relationships with external stakeholders, software and system providers to make the best use of technologies available.</li> </ul>

	<ul style="list-style-type: none"> <li>● Successfully manage the partnerships and relationships, which underpin the effective operation of data and information systems both internally and externally.</li> <li>● Strategic lead for the completion of statistical returns required by key organisations (e.g., DfE, ESFA, Ofsted).</li> <li>● Maintain up to date knowledge and CPD in line with national changes as appropriate to the role.</li> <li>● Work in a professional manner and with integrity and maintain confidentiality of records and information.</li> <li>● Undertake, with complete discretion and in confidence, tasks as directed which may be of a sensitive and confidential nature as required by the ELT and Directors.</li> <li>● Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's academies and other agencies as appropriate to the role.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Liaise with staff making sure that all home / school communication is standardised within the academy;</li> <li>● Updating and maintaining areas of the website.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>● Liaise regularly with subject leaders in relation to changing data related issues.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>● Work strategically to support colleagues across the Trust.</li> <li>● To work with Trust senior leaders to automate aspects of information analysis to reduce workload by automating the production of key information, e.g. pupil progress reports, DFE returns.</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>● Undergoing ongoing training, assessment and the monitoring of performance as required.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>● Provide data and analysis and results, writing reports as appropriate</li> <li>● Creates effective information systems for the recording of data and results</li> <li>● Keep up to date with the necessary policies, procedures, rules and as appropriate</li> <li>● Oversee the regular data collections and subsequent uploading of performance data, producing required attainment analytical reports for the senior team.</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>● Liaise regularly with relevant departments to update essential policies.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>● Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<p>Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.</p>

**Customer Service**

- The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.
- The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
- Understand your own role and its limits, and the importance of providing care or support.

**Person Specification**

<b>Job Title</b>	Trust Data Lead	
<b>Grade</b>	N	
<b>Responsible To</b>	Chief Finance & Operations Officer	
<b>Job Family</b>	Data & Administration	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>● Good knowledge of different areas of the school data and statistical processing</li> <li>● Knowledge of IT systems which are specific to the data processes</li> <li>● Knowledge of a range of computer software packages systems</li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of data protection requirements</li> <li>● Knowledge of Health and Safety issues</li> <li>● Knowledge of statistical returns required by key organisations (e.g., DfE, ESFA, Ofsted).</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>● Be able to work well under pressure to very tight deadlines</li> <li>● Line management experience</li> <li>● Ability to input, understand and present data</li> <li>● Ability to provide data analysis and results, writing reports as appropriate</li> <li>● Ability to supervise, train and induct staff.</li> </ul>	<ul style="list-style-type: none"> <li>● Requires persuasive, influencing skills for dealing with staff, governors, and external examination boards.</li> </ul>	
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>● Able to work in a confidential manner</li> <li>● Able to work independently</li> <li>● Excellent communication skills at all levels</li> <li>● Good analytical skills when dealing with student data</li> </ul>	<ul style="list-style-type: none"> <li>● A good understanding of a number of routine administrative work procedures</li> </ul>	
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>● Good standard of education to evidence good numeracy and literacy</li> <li>● Level 3 qualification in a relevant field e.g. administration</li> </ul>		
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>● Enhanced DBS clearance</li> <li>● To be committed to the school's policy and ethos.</li> <li>● To be committed to Continual Professional Development.</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>● Able to exercise discretion &amp; judgement</li> <li>● Flexibility</li> </ul>		